

# EXECUTIVE SECRETARIAT

## ROUTING SLIP

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SUSPENSE		Date			

Remarks

Executive Secretary

15 May 85

Date

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**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF MANAGEMENT AND BUDGET**

WASHINGTON, D.C. 20503

May 2, 1985

**OMB BULLETIN NO. 85- 14**

**TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS**

**SUBJECT: Annual Report on Government Publications**

**1. Purpose.** This Bulletin provides instructions and materials for the submission of the Annual Report on Government Publications.

**2. Background.** Section 1108 of Title 44 stipulates that the Director of the Office of Management and Budget shall give approval to the heads of Executive departments, independent agencies and establishments for the printing of periodicals from available obligations.

Pursuant to Title 44 and in compliance with OMB Circular A-3, "Government Publications" (revised \_\_\_\_\_), agency heads shall submit a listing of current and proposed periodicals, expenditure information for both periodicals and non-recurring publications and justifications for proposed periodicals.

**3. Coverage.** The requirement for the Annual Report on Government Publications applies to all departments, independent agencies and establishments of the Executive Branch of the Government.

**4. Required Materials.** In the Annual Report on Publications, due June 30, 1985, agencies shall request approval for all periodicals, both those proposed and those already being published, from the Director of the Office of Management and Budget.

**Attachment A (Exhibit I)**

Provide appropriate details for each periodical in your agency's inventory as shown in Exhibit I, prepared in accordance with Attachment A.



*R. 300*

**Attachment B (Exhibit 2)** requests information on your agency's obligations for periodicals and non-recurring publications for 1984 through 1987.


**Attachment C** provides instructions for preparing justifications and requests for approval for your agency's proposed periodicals. The head of each covered department or agency shall transmit the request.

In the covering letter, the agency head shall certify that the reported periodicals are necessary in the transaction of the public business required by law of that department, independent agency, or establishment. The agency head shall also certify that mailing lists have been updated, and cite actions taken to consolidate or streamline the lists as well as provide a rationale for net increases.

5. **Submission Dates.** Please address an original and two copies of all the required materials to the Director, Office of Management and Budget, Washington, D.C. 20503, postmarked no later than June 30, 1985. Materials should be sent to appropriate program examining division.

6. **OMB Actions on Requests.** OMB will respond to the department's annual report and supplemental requests for approval of proposed periodicals within 45 days of receipt. In its response, OMB will approve the periodicals listed for new or continued use or may request additional information on certain periodicals prior to giving approval.

7. **Inquiries.** Inquiries regarding specific department or agency concerns should be directed to appropriate budget examiner. General inquiries should be addressed to the Management Improvement Division, (202) 395-6905.



David A. Stockman  
Director

Attachments

OMB Bulletin No.85-14  
Attachment A

Annual Reporting Requirements for Periodicals  
Instructions to Update Data Listing

Report, as shown in Exhibit I, your agency's periodicals requiring OMB approval, as defined in OMB Circular A-3, "Government Publications." Provide separate listings for existing and proposed periodicals. For your use we are providing a listing of your agency's periodicals now in OMB's system. As indicated in Exhibit I reporting should be by major bureaus or units within the department or agency. This reporting shall document all decisions made during the previous fiscal year.

Your agency is not required to provide a listing of non-recurring publications as part of the annual report. Non-recurring publications are subject to your agency's publications control system, and information on individual non-recurring publications may be requested from time to time by OMB.

ITEM #

- 1 - OMB Reference Number: OMB-provided, for internal OMB use only.
- 2 - Title: Abbreviate, if necessary, and identify clearly to fit space for maximum limit of 37 characters.
- 3 - Frequency: Regularity with which periodicals are issued. Enter appropriate 3-digit code:  

001, 002, 003, etc.	once, twice, three times, etc. per year on a regular basis
501, 502, 503, etc.	once, twice, three times, etc. per year on an irregular basis
- 4 - Pages per Issue: Identify average number of pages using maximum of 4 digits.
- 5 - Price per Issue: Write "0" if periodical is distributed free of charge. Enter maximum of 5 digits.
- 6 - Approval Code: Basis for agency's approval of periodical. Identify by using appropriate letter code:

## Attachment A

- L - required by statute or law
  - R - required by agency regulation
  - J - required by judicial direction
  - C - certified by agency head
  - O - all other
  - T - terminated during previous fiscal year.
- 7 - **First Issue Date:** Identify fiscal year during which periodical was or will be printed for the first time. Enter 4 digits.
  - 8 - **Total Volume:** Total number of copies of periodicals printed during the previous fiscal year or proposed for the next fiscal year, including those for agency use and subscription and those copies to be printed and sold by GPO. Enter maximum of 8 digits.
  - 9 - **Agency Volume:** Number of copies of periodicals printed during the previous fiscal year for which the agency assumed printing and distribution costs. For proposed periodicals estimate amounts to be received in the next fiscal year. Enter maximum of 8 digits.
  - 10 - **Agency Collections:** Amounts received (dollars in thousands) by the agency in the form of subscriptions, and user and other fees during the previous fiscal year. For proposed periodicals estimate amounts to be received in the next fiscal year. Enter maximum of 8 digits.
  - 11 - **GPO Sales:** Amounts collected or to be collected (dollars in thousands) from GPO sales of periodicals whether received by agency or credited to separate government account. If this information is not known, indicate by code letter "N". Enter maximum of 8 digits.
  - 12 - **Total Obligations:** Total annual cost (dollars in thousands) of periodical on the basis of obligation for the previous fiscal year, including all direct and indirect costs for editing, graphics, layout, composition, printing, duplicating, distribution, mailing, postage and storage. Includes research and writing done by Federal staff or contract personnel to develop the material for publication. The term "research" applies to editorial investigation and not to scientific and technical inquiry. For proposed periodicals, list projected total annual costs. Enter maximum of 8 digits.

ATTACHMENT A  
Exhibit 1  
OMB Bulletin No.

PERIODICAL INVENTORY -- DATA LISTING

PAGE

AGENCY: \_\_\_\_\_

BUREAU: \_\_\_\_\_

1 OMB #	2 TITLE	3 FREQ	4 PAGE/ ISSUE	5 PRICE/ ISSUE	6 APPROV CODE	7 FIRST ISSUE DATE	8 TOTAL VOLUME	9 AGENCY VOLUME	10 AGENCY COLLECTIONS	11 GPO SALES	12 TOTAL OBLIGATIONS
AGENCY-BUREAU											
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**OMB Bulletin No. 85-14  
Attachment B**

**Obligations for Government-Funded Periodicals and  
Non-Recurring Publications**

Provide total obligations for periodicals and non-recurring publications, both current and proposed, for fiscal years indicated on the attached Exhibit 2.

ATTACHMENT B  
Exhibit 2  
OMB Bulletin No.

OBLIGATIONS FOR FEDERAL PERIODICALS AND  
NON-RECURRING PUBLICATIONS  
(DOLLARS IN THOUSANDS)

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AGENCY

Date:

Agency Contact:

Phone:

1984

1985

1986

1987

1. Periodicals

2. Non-recurring publications

Total Costs  
(1. + 2.)



OMB Bulletin No. 85-14  
Attachment C

**Request for Approval of New Periodicals**

The request for approval for proposed periodicals as part of the Annual Report should contain the following information. A supplemental request for approval of new periodicals proposed at other times of the year should contain the same information.

**(1) Description.**

- (a) Name of periodical.
- (b) Issuing agency, bureau or other organizational unit and name and title of official requesting this approval.
- (c) Frequency of issue. \_\_\_\_\_ (d) Number of pages. \_\_\_\_\_.
- (e) General content.
- (f) Number of copies per issue for limited free distribution to:
  - 1- Agency personnel, plus contractors directly involved in the program.
  - 2- External audiences: (Specify quantity per audience, i.e., Congress, other Government agencies, non-Government).
- (g) Number of copies per issue for sale to:
  - 1- Agency personnel, plus contractors directly involved in the program.
  - 2- External audiences: (Specify quantity per audience, i.e., Congress, other Government agencies, non-Government).
- (h) Estimated annual cost broken down by:
  - 1- Salaries, materials, and other expenses associated with preparing the manuscript. Include costs for editing and for research and writing done by Federal staff or contract personnel to develop the material for publication. The term "research" applies to editorial investigation and not to scientific and technical inquiry.
  - 2- Graphics, layout, and composition.
  - 3- Printing, duplication, and binding.

**Attachment C**

4- Distribution and storage. Include specific information on mailing class and postage costs.

(i) Appropriation(s) to be charged.

**(2) Justification**

(a) Comprehensive statement of the necessity for the periodical, including any specific statutory authorization for its publication. In the absence of specific authorization, describe why the periodical is necessary in transacting the public business which the agency is required by law to undertake.

(b) Statement justifying the number of copies proposed for non-Government free distribution and explaining why distribution should be free instead of by sale.

**(3) Certificate of necessity.**

Each issue of the periodical which has been approved under this Circular will indicate certification as follows:

The (Secretary) (Administrator) of  
has determined that the publication of this periodical  
is necessary in the transaction of the public business  
required by law of this (Department) (Agency)-  
\_\_\_\_\_.